

astutepayroll

Solution Overview

On-boarding

Timesheets

Pay Interpretation

Supplier Management

Payroll

Invoicing

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Benefit Summary

The Astute Payroll platform will provide the technology to manage all back office processes, including new employee on-boarding, ongoing workforce management (timesheets, leave and expenses), pay interpretation, payroll and billing.

The system will significantly streamline your processes and provide you with the platform to efficiently scale your operations. The benefits include:

Risk Management

- Removal of manual processes leading to a reduction in errors
- Audit trails ensure all actions are clearly logged,
- Corporate IP (such as Payroll knowledge) is “extracted” from people and centralized on the system – removing risk of key people being unwell, on leave, or resigning.
- Upgrade to a modern technology platform, delivered by a highly skilled and professional service provider, guaranteed with industry leading SLAs

High Level of Automation

- Streamlined processes eliminating multiple manual processes
- Highly scalable – allowing you to absorb increases and decreases in your employee numbers

Cost Reduction

- Elimination of manual processes allows you to reduce or redeploy resources
- Removal of IT hardware and maintenance cost (Astute Payroll is cloud based and doesn't require the installation of any infrastructure)
- Simpler processes will significantly reduce the time it takes to train new payroll staff and to manage the payroll team

Improved Service Provision

Significantly improve the experience of both your internal and external stakeholders, including employees, apprentices, and your hosts

Partnership

You will be partnering with an industry leading vendor with a strategic alignment that ensures that you will have ongoing product development and a willing partner to work with you to ensure your success.

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Astute Payroll Overview

Astute Payroll commenced operations in 2003 as a recruitment agency – trading under the name Astute People Solutions.

Astute Payroll is now a leading provider of technology and payroll services to organisations with complex workforces. We work extensively within the Staffing Industry, with Group Training Organisations, and have more recently started working with Consultancy Firms.

Astute Payroll is a proud supporter of the RCSA and ITCRA and has been received consistent recognition of our achievements, including:

- Consensus Software Award – Winner 2012
- BRW Fast 100 Award 2009, 2010, 2011, 2012, 2013 and 2014
- Smart Company Smart50 Award 2011 and 2012
- Deloitte Technology Fast50 Awards 2012, 2013 and 2016

Technology Division

Astute Payroll is one of Australia's leading workforce management solutions for complex workforces, automating the management of your workforce – from placement through to payroll and invoicing.

The system integrates with a wide range of Recruitment Management Systems and GL Accounting Systems to deliver an end to end solution.

Astute Payroll is a modern cloud based system delivering a powerful, flexible, and easy to use solution that is accessed through any internet connection.

The system supports all interactions between you, your permanent and contingent workforce, your suppliers, and your clients.

Supporting custom branding (100% white labeled), the system ensures that your service is delivered through the best available technology – enhancing your company's reputation and value to your clients and workforce.

We work closely with all of our clients to develop new features to ensure that you can win more business and increase your internal efficiencies.

Further details in Solution Overview section below.

Consulting Services

The Astute Payroll Consulting team provides a range of services:

- System Implementation: project management, process reviews, and training and support.
- Ongoing Support: Account management, support desk, group training sessions, dedicated training, system configuration, payroll manager breakfasts
- Managed Services: we also manage processes such as Payroll and Invoicing on an ongoing basis, removing the burden of running an internal team and ensures that your workers are paid and your clients are billed correctly and on time.

Astute Payroll Team

Astute Payroll has 43 employees and offices in Melbourne (HO) and Sydney.

Key Personnel

Nicholas Beames – CEO

Nicholas has nearly 20-years' experience in the Recruitment Industry. He has established and sold two agencies, and worked in senior management positions with Ross Human Directions and Morgan Consulting.

He is a Fellow of the Australian Human Resource Institute (AHRI), a Fellow of the Recruitment and Consulting Services Association (RCSA), a Professional Member of the IT Contract and Recruitment Association (ITCRA), and Member of the Australian Institute of Company Directors (AICD).

Marcus Webb – COO and Product Director

Marcus has over 18-years' experience working in technology environments, the last 7 within the Recruitment Industry. During this time he has held key roles in the development and commercialization of a wide range of technology platforms including potentiality.com.au, LinkMe.com.au, and Astute Payroll.

He has also held senior positions within the Victorian State Government where he established and managed the implementation of the online strategy and guidelines for the DOJ and DHS.

Rich Measham – Software Development Director

Shelley Mackie – Client Services Director

Teams

Software Development – 20

Consulting Services – 13

Sales – 5

Finance and Administration – 4

Marketing – 1

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Astute Payroll Clients

We have 500 clients using our technology to process around 80,000 timesheets, 50,000 payrolls, 40,000 invoices each week.

GTO's using the AP platform include: NECA (NSW), MIGAS, Master Builders and MyGateway

Our Managed Payroll service manages payroll and invoicing for 50 recruitment agencies and 3,500 employees.



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Technology Overview



Custom Branding

Astute Payroll is a white labelled solution that can be customised to ensure your clients and employees have a 100% branded experience. In addition to customising the look and feel of the portal and emails, Astute Payroll can also support custom domains – such as www.michaelpagecontracting.com.au



Adam Thomson Lock Log Out
News / Blog Live Help

Adam Demonstration Portal Dashboard Users Payroll Invoicing Reports Communication Config

Hi Adam, welcome to your dashboard.

Here you'll find up-to-date information about the status of your business and payroll, plus quick access to the most common tasks.

Create User

Timesheet Summary

Pending Submission:	3	Paid:	113
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Recent Timesheet Activity

FYFE, Nat Council Finance Department - Week Of: 6th Nov, 2016	Payment Authorised	16th Nov, 2016
LALOR, Rowan Council Administration Department - Week Of: 30th Oct, 2016	Payment Authorised	16th Nov, 2016
LALOR, Rowan Council Administration Department - Week Of: 23rd Oct, 2016	Payment Authorised	9th Nov, 2016

News

Notices

Please do not change any of the settings without asking Adam first.

Also we are not currently sending invoices for City council this month - May 2016

[More News >](#)

Late Tax File Declarations

WORKER, Jimmy
Required to submit their TFN Declaration to the ATO 245 days ago. Due on 17 Mar, 2016

Compliance

This module automates the delivery, sign off and tracking of engagement documents – such as privacy statements, employment and service agreements. The module significantly increases your visibility over this critical process, reduces your admin and eliminates the risk of inadvertent non-compliance.

You are able to set-up Compliance Profiles containing a range of documents, images and videos, and can allocate these based on user type, customer or workplace.

Induction

Each time you engage a new employee/contractor you need to obtain all of the personal, tax, and banking details to ensure you can pay them legally and accurately. Astute Payroll's induction module automates this process, and the ESS functions provide a platform for employees to update their information on an ongoing basis.

Outstanding induction information is chased by automated reminders, and once the information is obtained it is automatically uploaded into your accounting system. Finally all user changes are tracked to ensure you can maintain the highest levels of internal auditing.

Tax File Number Tool

The TFN tool allows your employees to submit their TFN Declarations electronically and directly to the ATO.

This saves you all of the administration that comes with managing these processes manually, and ensures you are compliant with your ATO reporting obligations.

Timesheets

Timesheet management is often a challenging aspect of managing contingent workforces and job tracking. Astute Payroll removes all of the uncertainty, provides considerable flexibility and clear real time visibility.

Astute Payroll's timesheets are the most powerful and configurable timesheet solution on the market, supporting a range of inputs including:

- Hourly, Daily and Piece Work units
- Split shifts
- Allowances – including Car Allowance (mileage) / shift allowance / on call allowance
- Expenses submitted through the TS
- Project Tracking
- Manual Assignment of Pay Items
- Leave
- Daily and Weekly notes

Employees can have different timesheets for different jobs, and can submit the timesheet through any internet connection including their mobile phone.

Approvers receive an email which allows them to review the hours and accept/reject with one click of a button, or they can login to action timesheets in bulk if they have larger volumes.

The Timesheet History tracks each action taken on a timesheet, and allows all parties to see the status of the timesheet.

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Timesheets for Timmy Temp at Chocolate Cafe 22nd Apr, 2013 - 28th Apr, 2013

Date	Start	Finish	Breaks	Allowances	Notes	Copy	Total
Mon 22nd Apr	9:00am	5:00pm		Allowances (3)			8.00 hr
Tue 23rd Apr	9:00am	5:00pm		Allowances (3)			8.00 hr
Wed 24th Apr	9:00am	5:00pm		Allowances (3)			8.00 hr
Thu 25th Apr	9:00am	5:00pm		Allowances (3)			8.00 hr
Fri 26th Apr	9:00am	5:00pm		Allowances (3)			8.00 hr
Sat 27th Apr							0.00 hr
Sun 28th Apr							0.00 hr
							40.00 hr

Notes for this period
No notes were entered for this period.

Summary

Chocolate Cafe	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Base Hourly (Hr)	8.00	8.00	8.00	8.00	8.00			40.00
CW Mileage (A)	100.00	100.00	100.00	100.00	100.00			500.00
Meal Allowance (A)	1.00	1.00	1.00	1.00	1.00			5.00
pay per fix (A)	15.00	15.00	15.00	15.00	15.00			75.00
Total Hours	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
Total Allowances	3.00							

Approved

Chocolate Cafe
Approved Currently Viewing

Clothes Shop
Approved [View Timesheet](#)

History

Wednesday 29th May, 2013 at 07:45pm
Pay Conditions finalised by System Admin.

Wednesday 29th May, 2013 at 07:44pm
Approved by Charlie Chocolate Maker.

Wednesday 29th May, 2013 at 07:43pm
Created by System Admin.

Wednesday 28th May, 2013 at 07:43pm
Submitted for approval by System Admin.

Expenses

The Expense Module enables you to be totally in control of expenses. Expenses can either be submitted through an Expense Report or in conjunction with a Timesheet - enabling expenses to be associated to projects and shifts.

Employees can attach receipts to their expenses, and approvals are easily managed via email approval or online.

Expenses can be enabled on a job specific basis, ensuring you adhere to your client requirements.

Once approved, expenses automatically progress through to payroll (reimbursement) and invoicing.

Employee Self-Service

The Employee Self-Service Module enables your employees to access all of their information, including job histories, pay slips, and employment documents as well as any other information you need them to have access to.

It also enables them to check and update their personal and payroll information, and check in on important news and updates from you.

The Employee Self Service helps to reduce your administration and ensures that your employees feel connected to your business even when they are working remotely.

Pay Interpretation

The Pay Interpretation Module automates the interpretation of pay conditions under which your employees are engaged.

The feature enables you to create all the rules associated with industrial relations instruments (including Federal and State awards), employment contracts, enterprise bargaining agreements and collective agreements and to automatically interpret timesheets based on these rules.

Payroll

The Payroll Module is a powerful and flexible system that manages the payroll for all of your employees – regardless how they get paid. It ensures that employees are paid accurately, on time, and with a high level of visibility.

It supports employees paid by timesheets and on a fixed pay items, and automates adjustments for back pays and incorrect timesheets.

Invoicing

The Invoicing Module automates the management of all invoices that you need to send.

Invoices can be automatically generated based on timesheets and expenses. Invoices for other items, such as Permanent Placements, can either be generated automatically (through the web service) or manually on the system.

Auto send by email with everything attached

The system allows you to automatically attach associated timesheets and expenses to an invoice. You can also manually attach files directly to an invoice.

Invoices can be sent by email, or batched to PDF for easy printing.

Outstanding invoices are automatically chased for you, and invoices and payments are automatically uploaded into your GL Accounting system.

Highly configurable

The invoicing system is initially configured at a Billing Entity level, and then can be customised to any variations that your individual clients require.

- Automated Consolidation: Client | Job | Purchase Order | Timesheet | Timesheet and Expense Report | Custom Consolidation Codes
- Invoice Templates: Configurable directly on the system
- Scheduling: Immediately, Weekly, Fortnightly, Monthly (set day of a month).
- Send Methods: Email, Email with Attached PDF, Print for post

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- Billing Groups: Supports multiple billing groups per client. Configuration options set at BG level
- Contents of invoice: configurable descriptions, automatically attaches timesheets and expenses

Invoices / Invoice 37 - Shelleys Shop



Send via email Attach PDF
Send via post

Send

Edit PDF Resend

Payments [+ Add a payment](#)

Paid: \$0.00
Credited: \$0.00
Outstanding: \$1,619.75

History [+ Add invoice note](#)

Invoice | Payments

4:49pm - May 20, 2013
This invoice was exported to MYOB.

4:44pm - May 20, 2013
Invoice for \$1619.75 for Shelleys Shop sent to: m<marous.webb@astutepeople.com.au>, and CC'd to: . Actioned by administrator

4:43pm - May 20, 2013
Generated internally by astutepayroll.com

To	From	Tax Invoice 37
Shelleys Shop ATTN: m	timesheetsonline astutepayroll.com GPO Box 5090 Melbourne VIC, Victoria	Invoice date: 20.5.2013 Due date: 27.5.2013 PO number: Amount due: \$1,619.75

Item	Description	Quantity	Unit Cost	Tax	Price
Timesheet	Base Wages - Shelleys Shop - 1.5 unit(s) of contracting services of m 1 for the week beginning 6 May 2013 approved by Timesheets Online at 03:35pm on 14.5.2013.	1.50	50.00	GST	75.00
Timesheet	Expense Reimbursement - Shelleys Shop - 1 unit(s) of contracting services of m 1 for the week beginning 6 May 2013 approved by Timesheets Online at 03:35pm on 14.5.2013.	1.00	50.00	GST	50.00
Timesheet	Time and a Half - Shelleys Shop - 25 unit(s) of contracting services of m 1 for the week beginning 6 May 2013 approved by Timesheets Online at 03:35pm on 14.5.2013.	25.00	52.50	GST	1,312.50
Timesheet	Meal Allowance - Shelleys Shop - 1 unit(s) of contracting services of m 1 for the week beginning 6 May 2013 approved by Timesheets Online at 03:35pm on 14.5.2013.	1.00	35.00	GST	35.00

Notes

Terms
here are the terms

Sub total:	\$1,472.50
Tax:	\$147.25
Total:	\$1,619.75
Balance Due:	\$1,619.75

Accounts Receivable

The AR function enables you to manage all payments, including Direct Debits and Credit Cards.

Payments can be received within "Customer Family Groups" or for customers with common "Tags".

The system has a full credit management section, enabling you to track, apply and refund credits.

Reporting

Astute payroll has an extensive range of reports designed to give you, your clients and your employees live visibility over all aspects of your contingent workforce.

Transactional Reports – deliver live visibility over whether:

- Employees are payroll ready
- Timesheets have been submitted, approved or paid
- Expenses have been submitted, approved or paid
- Leave requests have been submitted, approved or paid
- Invoices have been sent, viewed or paid

Management Reports – ensures you have real time access to:

- Margin and profitability reports
- Purchase Order Tracking
- Customer sales reports
- Customer spend reports
- Head Count reports

Payroll Reports – ensure you have live access to all important payroll information such as:

- Workplace Insurance Estimates
- Payroll Tax Liabilities
- Payroll details
- Superannuation Liabilities

Audit Trails

The system tracks a wide range of actions such as user updates and timesheet actions, making it easy for you to reduce your risk and meet your audit requirements.

The Security Report ensures that you can closely monitor any potentially fraudulent activity on the system – such as someone having the same bank account.

RMS Integrations

Astute Payroll integrates with a wide range of Recruitment Management Systems including:

Job Ready, Bullhorn, Job Adder, TRIS (Recruitment Systems), Turbo (Recruit Advantage), Job Diva, Voyager, Click2Cloud, FastTrack, 3Hats, Resman, Job Science, Data Savvy, First Choice,

GL Integrations

Astute Payroll integrates with a wide range of General Ledger Accounting Systems including:

Tencia, Great Plains, Netsuite, AccPac, Xero, MYOB, Quick Books, Sage Micro Pay, Navision, Tech1